



# PUBLIC NOTIFICATION OVERVIEW

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## Key steps in the Public Notification Process:

- **Site Posting** – Requirements and instructions for posting notification signs on property.
- **Affidavit of Posting** – This document affirms the notification sign of public hearing was posted on the property. The affidavit is required to be submitted when the sign is first posted.
- **Affidavit of Sign Removal** – This document affirms the notification sign of public hearing was removed from the property in a timely manner. This affidavit is required to be submitted when the sign is first posted.
- **Public Notification Costs** – Information regarding cost related to the creation and distribution of the notification postcards.

## Note to applicant:

PLEASE READ ALL INSTRUCTIONS CAREFULLY.

Please contact your planner if you need further guidance.



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## **SITE POSTING REQUIREMENTS**

**(REVISED August 2012)**

### **For General Plan Amendments, Rezonings, Conditional Use Permits and Preliminary Plats**

In order to provide adequate notice to the community for public hearings in the City of Glendale, the applicant shall erect a sign giving notice of the date, time, and place of the tentatively scheduled public hearing. You will receive the tentative public hearing date from your project planner. The sign shall also include the nature of the request as contained on the formal application. Such notice shall be clearly legible and placed at a conspicuous location on the site, parallel to the street, generally adjacent to the public right-of-way.

The applicant, or their representative, must submit an affidavit of posting and photograph of the site posting, as well as an affidavit acknowledging the sign has been removed.

The applicant may use any sign vendor.

Please review the attached site posting procedures, sign specifications, and affidavits, and contact your project planner with any questions.

## Site Posting Procedure

A minimum of one 4' x 8' notification sign shall be placed on the site. For parcels with two street frontages, the signs are to be placed along all adjacent arterial streets and/or any other adjacent street frontage exceeding 300 feet. All signs shall be placed parallel to the roadway. Installer must obey all BLUE STAKE regulations. The applicant is responsible for all costs associated with the site posting requirements as well as coordinating the posting.

At the Planning Director's discretion, additional signs may be required for larger parcels.

The sign(s) shall be built to the standards as specified in the attached detail(s). All City Council hearing dates and times as well as City Council posting dates shall appear in fluorescent orange.

The sign(s) shall be placed on the property in the most visible location available (as specified by Planning) in such a manner that landscaping or other obstructions do not impair the visibility of the sign(s) from the street.

A sign permit is not required for the installation of a public hearing sign.

**Prior to the hearing**, the sign(s) shall be installed on the property no more than 30 days nor less than 15 days. The applicant shall submit a notarized affidavit stating the sign has been posted and a photograph showing the sign(s) on the site 15 days prior to the advertised hearing.

The applicant must maintain the sign(s) throughout the hearing period.

**Following the final disposition of the case(s)**, the applicant shall remove the sign(s) within 30 days. The applicant shall submit a notarized affidavit stating the sign(s) have been removed from the property.

Affidavits and photos should be forwarded to:

Planning  
5850 West Glendale Avenue, Suite 212  
Glendale, AZ 85301  
(623) 915-2695

Any deviation from these policies is grounds for continuation of the case until the requirements have been met.

**CITY OF GLENDALE  
PUBLIC NOTICE  
PUBLIC HEARING**

**PLANNING COMMISSION: TIME, DATE**

**CITY COUNCIL: TIME, DATE**

**REQUEST:**

**LOCATION: COUNCIL CHAMBERS, 5850 WEST GLENDALE AVENUE, GLENDALE, AZ 85301**

**CASE NUMBER:**

**APPLICANT/CONTACT:**

**PHONE NUMBER:**

CASE FILE AVAILABLE AT CITY OF GLENDALE (623) 930-2800

**POSTING DATE:**

PENALTY FOR REMOVAL OR DEFACING PRIOR TO DATE OF LAST HEARING

**SIGN SIZE = 4' X 8'**

**A = 1" LETTERING**

**B = 4" LETTERING**

**C = 1 ½" LETTERING**

**D = 2" LETTERING**

**E = ½" LETTERING**

(ground level)



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## AFFIDAVIT OF POSTING

Case No. \_\_\_\_\_

Project Name: \_\_\_\_\_

\_\_\_ Planning Commission

\_\_\_ Glendale City Council

I, \_\_\_\_\_, *being first duly sworn upon oath, state that*  
*on the* \_\_\_\_\_ *day of* \_\_\_\_\_, 20\_\_\_\_, *I posted* \_\_\_\_\_ *hearing*  
*notice(s) for hearing date* \_\_\_\_\_.

STATE OF ARIZONA

SS.

COUNTY OF MARICOPA

*Subscribed and sworn to before me this* \_\_\_\_\_ *day of* \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*Notary Public*

My Commission Expires:

\_\_\_\_\_



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## AFFIDAVIT OF SIGN REMOVAL

Case No. \_\_\_\_\_

Project Name: \_\_\_\_\_

\_\_\_ Planning Commission

\_\_\_ Glendale City Council

*I, \_\_\_\_\_, being first duly sworn upon oath, state that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, all public notice signs were removed from the site for the case noted above.*

STATE OF ARIZONA

SS.

COUNTY OF MARICOPA

*Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.*

\_\_\_\_\_  
*Notary Public*

My Commission Expires:

\_\_\_\_\_



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## **PUBLIC NOTIFICATION COSTS**

### **NOTICE TO APPLICANT**

In order to provide adequate notice to the community, any affected homeowners association or registered neighborhoods, interested parties, and all property owners within 300 feet of the subject property shall be notified of your proposed project. Notification shall occur at least 15 days prior to any public hearings. The Planning will create and distribute the notification postcards; however, the applicant will be responsible for notification costs.

The City of Glendale will invoice the applicant for these charges. Upon receipt of the invoice, the applicant will be required to submit a check made payable to the City of Glendale.

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**Failure to submit payment may result in postponement of the application.**

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